

October, 2015



Dear members of the 10% Club and new applicants:

Hello to all of you. It is autumn again here in Saint Paul, which means it is time to begin the annual re-application process for eligibility onto the 10% Club for 2015. Many of you have done this before, but I've included some basic instructions to guide you through the process.

The Department of Safety, License and Inspection requires the 10% application process be reviewed and approved by City Council by the end of the calendar year for 2014.

**Therefore - the application deadline is Monday, November 16th, 2015.**

- ▶ Remember - this is the **ONLY** opportunity to apply for eligibility onto the list for 2015;
- ▶ The 2015 application and affidavit are attached. They are designed to be completed on your computer. Follow the steps below.
  1. Open the attached document;
  2. Add your information into the shaded area;
  3. Print out the out completed forms (remember to save your forms to your computer);
  4. Return the forms to me with ALL supporting information.
- ▶ Applications will be reviewed for eligibility followed by recommendations for approval to City Council;
- ▶ Any application which does not have all the required information MAY be considered "incomplete" and denied by the Youth Fund Board (there is NO opportunity to reapply);
- ▶ Eligible groups must be **incorporated, non-profit organizations** formed **SOLELY** for the purpose of serving Saint Paul youth – and your Articles of Incorporation and/or By-Laws will be used to determine if your organization meets the requirement ;
- ▶ All regulations of the fund are found in City ordinance section 409.235 of the legislative code.

This information may also be found on the Parks and Recreation web page under "administration".

Don't forget...please **mail or drop-off** all completed applications to:

**Youth Programs Fund**  
**C/O Eric Thompson**  
**1100 N. Hamline Ave.**  
**Saint Paul, MN 55108**

Good luck with your application process. If you have any questions, please feel free to contact me at 651-632-2445 or via e-mail at [eric.thompson@ci.stpaul.mn.us](mailto:eric.thompson@ci.stpaul.mn.us)